
Position Description

Vacancy Title: **Electrical Technician**

Location: **Pohnpei**

Reports To: **None**

Objective

The Electrical Technician manages all the safety, maintenance, new minor installation works of Vital's locations within FSM, Guam and Nauru and ensure the site readiness for works. In addition, s/he is responsible for daily progress reports, an understanding of customer and terminal operations. The role must work in accordance to HSSE's procedures and possesses good knowledge of isolation, energy risk, understanding of electrical equipment and experienced in understanding electrical circuit diagrams and electric drawings. This position reports to the Maintenance Engineer with matrix reporting to the Asset Integrity Officer

Outcomes

Organisational Stakeholders

1. Technical efficiency and effectiveness is expertly supported

- Operations and maintenance of all electrical plants and auxiliary equipment addressed on a daily basis
 - Major maintenance and repair of all electrical plants and auxiliary equipment in FSM, Guam and Nauru ensured
 - Assigned work plans for operation, repair and maintenance of Vital's Diesel Power Plant, Fuel Terminals and Buildings effectively carried out
 - Works associated with electrical plants and auxiliaries' installation works, commissioning and re-commissioning are compliant with electricity regulation and wiring standards
 - Major power failures in the generation plant addressed and Electrical Engineers professionally assisted to carry out investigations on faults
 - Condition and performance monitoring of electrical plants carried out as planned on a daily basis
 - Daily maintenance of safe housekeeping practices at the Electrical Workshop ensured
 - Accurate maintenance reports and statistics compiled and delivered in a timely fashion to support decision making ensured
 - Prudent inventory management and control of adequate gen set and machine spares ensured
 - Annual maintenance budgets and maintenance plans for all Vital assets and activities assisted and managed
 - Stock checked, control, replenished and accounted for all electrical items used and efficiently followed up and reported
 - Proper management of Specialized Tools and Test Equipment's used by the Team ensured
 - Effective oversight in the management and upkeep of work area and facilities
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2. Technical Expertise demonstrated and provided

- Technical input on team assignments and activities provided in a timely and complete fashion
 - Technical support provided to Assistant Electrical Engineers /Electrical Engineer in carrying out Out-station Electrical plants, equipment's and auxiliaries repair and maintenance.
 - Technical assistance in fault investigations and root cause analysis
 - Technical expertise to OIC in solving electrical issues
 - Advice to Operators and mechanical team on electrical related defects
 - Risks and their impacts associated with tasks carried out by the team identified are assessed and managed with mitigation measures ensured
 - Continual improvement in General electrical operational activities for increased productivity, increased efficiency and a high standard of Asset management supported and assisted
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3. Well informed management through accurate and timely reporting

- Reports are timely, accurate and professionally presented before submission to the Electrical Engineer
 - Weekly progress reports provided in a timely fashion
 - Outstanding action items tracked and followed through to completion
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4. Training of staff and awareness programs fully support

- Aware and educated internal stakeholders with systems, processes and procedures of the Electrical Department ensured
 - Sound advice provided as well as on the job training to electrical team provided
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5. Operationally compliant organisation

- All deliverables comply with the prevailing laws and organisational policies and procedures
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6. Satisfied customers through quality service delivery

- Effective delivery of the organisation's service quality commitments to internal stakeholders and external customers supported
 - Assistance provided to other departments when required
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7. A healthy, safe and OHS compliant organisation

- Reasonable care taken of own health and safety and for the safety of other people
 - Including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Compliance with lawful direction given by Vital Energy with respect to health and safety matters under current Safety acts and regulations
 - In compliance with AS/NZ3000
 - In compliance with HSSE

8. An environmentally compliant organisation

- Compliance with specific environmental management systems, policies and procedures
- Compliance with lawful direction given by any person employed by Vital Energy fulfilling the requirements of the environmental systems
- Reporting, enhancement and assistance in the management and function of the environmental systems

9. Organisational Values promoted and demonstrated at all times

- Full compliance with prevailing laws and organisational policies and procedures
- Environmental protection aligned to organisational values and strategic direction whilst delivering outcomes
- Full compliance with organisational values and good corporate and governance practices whilst delivering outcomes
- Full compliance with company policies and procedures including safety rules at all times
- Teamwork and good working relationships with managers and work colleagues ensured

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Electrician	

Work Knowledge and Experience

- Appreciation and knowledge of safety policies, procedures and requirements
- Good teamwork & interpersonal skills
- At least 10 years' experience in a similar position
- Knowledge of High Voltage (HV) systems, Transformers, HV switchgear, protection systems and switching operations
- Understanding of DC systems, battery banks, inverters and charging systems
- Working knowledge of AS/NZS3000 wiring rules and LV wiring
- Demonstrated knowledge of generator controls and ancillary equipment
- Computer Skills and ability to use MS Excel, MS Word, Power Point Presentation, MS Visio

Electrical licence or Wiremen Licence and experienced in the use of electrical testing equipment
Ability to understand and interpret CAD drawings
Ability to lift up to no more than 50 pounds

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Relevant certifications, registrations, and licenses may be required.

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Engineering Team	
	Management Team	
External		
	Customers	
	Regulators	
	Statutory Authorities	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

Application must be submitted online by accessing the following URL: <http://app.hrmonise.com/job/VitalEnergy/ET> with your CV which must include details of 3 professional referees

Contact for Enquiries

Contact Name: Kelera Bokini

Contact Email: jobs@maxumisefiji.com

Further Contact Information: 773 3137

Closing Date: 02 Oct 2022